

**Davis School District**  
**School-To-Careers**  
**Work-Based Learning**

**STUDENT INTERNSHIP SKILLS LIST**  
**Job Title: Medical Assistant/Dermatology**

Student Name: \_\_\_\_\_ Business: **Dr. Grant Bishop**

**Transferable Job Skills:** *A number of workplace skills are necessary in all career fields. These skills (listed below) should be observed and practiced at all student internship sites. Mentors will evaluate interns on transferable job skills each term.*

- Work Habits and Attitudes
- Technical Skills
- Thinking and Problem Solving Skills
- Communication Competencies
- Interpersonal Effectiveness
- Quality of Work Accomplished
- Dependability & Punctuality
- Appearance and Grooming

**Specific Job Skills:** *This list is designed to help you learn important skills during your internship period. The column on the left will designate various procedures used in your internship. Each time you observe or participate in a procedure, record the date.*

PROCEDURE OR SKILL	DATE OBSERVED	DATE PARTICIPATED
<b>Billing</b>		
<b>Call in prescriptions</b>		
<b>Call insurance companies</b>		
<b>File</b>		
<b>HICF's</b>		
<b>Lesion surgery</b>		
<b>Mole removal</b>		
<b>Cyst removal</b>		
<b>Pathology recording</b>		
<b>Pathology writing</b>		
<b>Mailings</b>		

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_